

SubCommittees of the Social Justice Studies Program.

Subcommittee work within Social Justice Studies is meant to be a manageable time commitment and a valuable way to contribute to The Program. Rather than have one Advisory Committee making all the decisions, the subcommittee structure would allow for wider faculty participation and more diverse and valuable contributions to The Program. A Committee of the Whole would meet at least twice a year to consider any major modifications or motions put forward by subcommittees.

Committee members are asked for a one-year commitment, but ongoing commitments are valuable and appreciated. Committees should be able to function effectively with three members plus Program Coordinator or Advisor, but they can also accommodate up to seven members if interest is high. Committees will generally make decisions independent of The Committee as a Whole (e.g. admissions decisions, scholarship decisions, course assignment decisions etc.), but any major changes to the Program would be brought by the subcommittee to The Committee of the Whole.

Who can serve on a committee?

1. SJS Affiliated Faculty. These are ideal committee members as they are often teaching in the program and supervising students.
2. Prospective SJS Affiliated faculty. Getting to learn about the program through committee work is an ideal way to understand the program and to get to know the people involved.
3. Friends of the SJS Program. A number of faculty and contract lecturers contribute to the program through teaching, but do not plan to become Affiliated Faculty members. They would be welcome to serve on relevant committees like the Academic Planning and Curriculum committee.

Process

The Program Coordinator / Advisor will put out an annual (or semi-annual if needed) call for volunteers. While each committee has an ideal composition described below, committee service roles will be established on a first-come, first-recruited basis. The Program Coordinator / Advisor may also do some strategic recruiting in order to round out committees and in order to assure at least three members per committee and to strive for ideal composition.

1. Admissions and Recruitment Committee

This committee is responsible for recruiting students from each campus, holding online recruiting events, review and refinement of admission process and expectations, evaluation of prospective students. The committee meets monthly in February, March, and April to review candidates, once in the fall if the program is admitting students for the Winter term, and for one or two recruiting events a year. Additional meetings may be required in special circumstances. Candidate applications are short but members should expect to review 50+ applicants per year.

Ideal committee composition:

- Social Science Representative
- Humanities Representative
- Other Faculty Representative
- Program Coordinator / Program Advisor
- Both campuses represented.

2. Academic Planning and Curriculum Committee

This committee is responsible for managing the curriculum and teaching assignments, assessment, and supporting the cyclical review. This committee is likely to meet three or four times a semester and will require some work between meetings. The program is responding to growth in student numbers, formalizing delivery of the program in Orillia, and other important curricular issues.

Ideal committee composition.

- Social Science Representative
- Humanities Representative
- Other Faculty Representative
- Program Coordinator / Program Advisor
- Both campuses represented.

3. Research and Creative Activity Review Committee

Responsible for scholarships and awards, review of Creative and Research Project Proposals, refinement of guidelines and processes for proposals. This committee will meet early September, mid January, and early June to review student research and creative project proposals. Yearly totals are hard to predict but might range from two to ten proposals. The committee may need to meet one or two additional times to review scholarship applications and requests for funding.

Ideal committee composition:

- Social Science Representative
- Humanities Representative
- Other Faculty Representative
- Program Coordinator / Program Advisor
- Both campuses represented.

4. SJS Events Committee

Responsible for the Colloquium Series, Research and Pedagogy Day, student conference or community engagement event, social events in the fall and winter terms. This committee will need to organize multiple events per semester, but will have the flexibility to determine their own capacity and program capacity for programming. Event planning will be done through multiple meetings depending on the nature of events and organizing.

Ideal committee composition:

- Social Science Representative
- Humanities Representative
- Other Faculty Representative
- Program Coordinator and Program Advisor
- Both campuses represented.